



DEPARTMENT OF THE ARMY
THE ARMY STUDY PROGRAM MANAGEMENT OFFICE
700 ARMY PENTAGON
WASHINGTON, DC 20310



SAUS-OR

4 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2005 Army Study Program Call for Studies

1. References:

a. Memorandum, SAUS-OR, April 23, 2004, subject: Fiscal Year 2005 Army Study Planning Guidance.

b. Memorandum, DA, 22 Feb 02, subject: Management and Centralized Coordination of the Army Study Program.

c. AR 5-5, Army Studies and Analyses, 30 Jun 96.

2. This memorandum issues the call for studies for the FY05 Army Study Program. The purpose of The Army Study Program is to bring analytic resources to bear on vital Army issues, prevent unnecessary duplication, and ensure wide dissemination of information. Reference a. provides general direction to commanders and agency heads for its development. Reference b. provides guidance, jointly issued by The Army G8 and the DUSA (OR), to the Principal Officials of Headquarters, Department of the Army (HQDA) identifying the requirement to achieve centralized coordination, eliminate redundant efforts, and provide quality assurance of HQDA study, analysis, and evaluation efforts.

3. All MACOMs are required to implement the guidance found in reference b. beginning with the FY 04 Army Study Program. MACOMs are to enter all planned studies, regardless of how they are to be conducted, into the Army Study Program Database. This action assists in eliminating redundancy by enhancing the visibility of studies throughout the Army. Once the studies are in the database, they need to be periodically updated in order for the database to provide value to users. In the past we had asked that the update be accomplished during the development of the upcoming Study Program. However, with the increased emphasis on minimizing unnecessary duplication, updates once a year are no longer effective. MACOM Study Coordinators must continuously review the studies in the database, sponsored by their command, and have the necessary updates accomplished far more frequently. Additionally, studies that were not included for review by the Study Program Coordination Committee in September 2003, are to be included in the database and forwarded to the Army Study Program Management Office prior to being performed. To date the execution of these requirements by MACOM Study Coordinators has been miniscule.

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4 The Army Study Program database is has been updated and it is now located at <http://www.paed.army.mil/paed/armystudyprogram/index.asp>. Anyone can browse the database, but only those with a user id and password can perform updates. Passwords and user ids will be provided by either Ms. Terese Sweet or myself, to you as the MACOM Study Coordinator, and to those individuals designated by you that require access to update the database records for your MACOM. In the new web interface the system generates the PUIC from three entry fields. The first five characters is the Office Symbol (limited to 5 characters, dashes allowed, but no spaces). The sixth and seventh characters represent the FY (05). The last three characters are Command created (001,002,etc). This fielded database is continuously being improved. Your comments and suggestions would greatly enhance our ability to provide a useful tool to accomplish the objectives mentioned earlier.

5. The new proposals, for inclusion in the MACOM FY 2005 Study Program, are to be input to the Army Study Program Database **by 23 July 2004**. An e-mail with a listing of the PUICs and the Titles for these new studies needs to be provided to the Army Study Program Management Office (my e-mail address is in para 6) **by COB on 28 July 2004**. In addition to identifying the necessary information for new (i.e. planned) studies, this would be a golden opportunity to update studies, currently in the database, to reflect current status. For studies terminated and deleted, state the reason for terminating or deleting in the SYNOPSIS field of the record. It is my intention to redistribute the new inputs to each MACOM coordinator. MACOM coordinators will then be expected to review the projects proposed by other organizations, to include HQDA, to ensure that work performed or proposed by their organization are not unnecessarily duplicative. The suspense for submitting your **final** program to the ASPMO, incorporating any changes necessitated by the previously described review, is **27 August 2004**.

6. Your final coordinated study program plan is scheduled for presentation to, and approval by, the Study Program Coordination Committee (SPCC) on **21 September 2004** from 1330-1530 (location TBD). The SPCC will be co-chaired by Mr. Walter Hollis, the DUSA (OR), and LTG Benjamin Griffin, The Army G8. For additional information, please contact me by telephone at (703) 614-0165, DSN 224-0165, or email at claudrc@hqda.army.mil.

Robert C. Claude

Robert C. Claude
Army Study Program Coordinator

Encl

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HQDA MACOM STUDY COORDINATOR (ATTN: ASPMO (Ms. Sweet))

Schedule for FY05 Army Study Program Development

30 April 2004	Call for studies and detailed study guidance
23 July 2004	MACOM Study Programs input into the Army Study Program Database.
27 August 2004	Final MACOM Study Program submission to the Army Study Program Management Office
10 September 2004	SPCC meeting read-ahead.
21 September 2004	SPCC meeting co-chaired by the DUSA (OR) and The Army G8 to review and approve final Army Study Program.

Enclosure 1

STUDY DEFINITION

Studies, Analyses and Evaluations. Services that provide organized analytic assessments and evaluations in support of policy development, decision-making, management, or administration. Includes studies in support of R&D activities. Also includes contractor support for models, methodologies, and related software supporting studies, analyses or evaluations. Examples include, but are not limited to: cost benefit or effectiveness analyses of concepts, plans, tactics, forces, systems, policies, personnel management methods and programs; studies specifying the application of information technology and other information resources to support mission and objectives; technology assessments and management and operations research studies in support of RDT&E objectives; evaluations of foreign force and equipment capabilities, foreign threats, net assessments and geopolitical subjects; analyses of material, personnel, logistics and management systems; and environmental impact statements.